

Protocol for Authorization Approval of Medical Add-Ons

The following process will be used for review of an application for authorization of a Medical Add-Ons as defined in the Maine Care Benefits Manual, Section 21, and Appendix 2.

The Medical Add-Ons Review Committee will consist of two representatives from the Central Office of Developmental Services and the four regional Team Leaders or their designees. This committee will meet twice a month on the second and fourth Tuesdays of each month unless otherwise changed by the Director of the Office of Adults with Cognitive and Physical Disability Services

The following material is required for review:

1. The Person Centered Plan which includes:
 - a. Attendance Sheet showing attendance by person/guardian, case manager, and representatives from all areas where medical intervention will be implemented.
 - b. The plan must outline the medical challenge and the procedures, monitoring or intervention required to address the medical condition.
 - c. The desired outcome.
 - d. The anticipated duration.
2. A copy of the Physician's order
3. If applicable, justification for the need for trained licensed staff (CNA, LPN, RN etc) to implement the medical treatment.
4. Evidence that training of all staff who will implement the Physician's order has been completed by appropriate clinical staff.

Review Process:

A Review of the material submitted will be completed within **30 Calendar Days** from the time of the application arriving at the regional office

Materials (packets) will be submitted for review and approval to the Medical Add-Ons Committee as follows:

1. All packets will be sent to the Incident Data Specialist (IDS) who will date stamp the application and send it to the appropriate Case Manager in the Regional Office.

2. The Case Manager will review the packets to assure that they represent the team's recommendation. If they do, within five working days of receipt, the Case Manager will sign and return the packet to the IDS who will then forward the packet to the Medical Add-Ons Committee.
3. The Medical Add-Ons Review Committee will review the material at the next scheduled session and do one of the following:
 - a. **Approve.**
Approve using a standard form that will identify the length of time for approval and any other areas of feedback. This approval form with the packet will be returned to the Resource Coordinator for allocation and notification of approval to the provider and case manager. The authorization for the approved add-ons will be effective based on the date of the submission of the application.
 - b. **Not approve.**
Not approve using a standard form with reasons for not approving. The Review Team will send written notification to the Provider.
 - c. **Hold.**
Hold with a request for further information or clarification. The Review Team will send written notification to the Provider with further instruction.

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